



# CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING OCTOBER 23, 2023 – 1:00PM

The regular meeting of the Cambria Community Healthcare District will be held at Old Cambria Grammar School, 1350 Main Street Cambria, California.

## Join Zoom Meeting

<https://us02web.zoom.us/j/89388455867>

Meeting ID: 893 8845 5867

+16694449171,,83472787498# US

+16699006833,,83472787498# US (San Jose)

## AGENDA

### **A. OPENING**

1. Call to order
2. Pledge of Allegiance
3. Motion to allow the board to conduct the board meeting within the AB2449 guidelines.
4. Establishment of a quorum

### **B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

1. Members of the public wishing to address the Board on matters other than scheduled items may do so when recognized by the President of the Board of Directors Cecilia Montalvo. Presentations are limited to a maximum of three minutes per person.

### **C. CONSENT AGENDA**

1. Approve Minutes from September 23, 2023 Regular Board Meeting.

### **D. REPORTS**

1. Administrators/ Operations Report: Tim Benes
2. Financial Review: Linda Hendy
3. Committee Reports:
  - a. President's Report: Cecilia Montalvo
  - b. Property & Facilities / Facility Project Ad-Hoc: Laurie Mileur
  - c. Healthcare Advocacy & Outreach: Dawn Kulesa
  - d. Finance: Bruce Mumper
  - e. Development Committee: Laurie Mileur

## **E. REGULAR BUSINESS**

1. Request for Leave of Absence.
2. Consideration of New and Updated District Employee Job Descriptions, Contracts, and Revised Salary Schedule and Related Other Compensation Changes.
3. Cambria Community Healthcare 501c3 Trust Account, review Charitable Purpose, Board Governance and discussion of 2023 Charitable solicitation letter.

## **F. DECLARATION OF FUTURE AGENDA ITEMS**

## **G. ADJOURNMENT**

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on November 28, 2023, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California.

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Copies of the monthly agenda, staff reports and written materials provided to the Board of Directors for Open Session agenda items may be obtained online at [www.cambria-healthcare.org](http://www.cambria-healthcare.org), and are also available at the District office located at 2511 Main Street, Cambria, during regular business hours. Closed Session items are not available for public review. Any changes or additions to the agenda will be posted at the District office and on the District website.

Note: While board members may not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posted by the public during their discussion of an agenda item.



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

September 26, 2023

### REGULAR BOARD MEETING MINUTES

#### A) OPENING:

- 1) The meeting was called to order at 9:00 AM.
- 2) The pledge of allegiance was led by President Montalvo.
- 3) Motion to adopt a Resolution to allow the board to conduct the board meeting within the AB2449 guidelines. Director Mumper motioned to approve, seconded by Director Mileur, Board approved 5/0.
- 4) Board of Directors members Cecilia Montalvo, Laurie Mileur, Bruce Mumper and Iggy Fedoroff were present. Director Dawn Kulesa was present via Zoom. Also present were Director of Operations/Administrator Tim Benes, Director of Finance Linda Hendy and Office Manager Simone Rathbun.

#### B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No members of the public were present.

#### C) CLOSED SESSION

The meeting was adjourned to Closed Session at 9:02 AM with full Board.

- a. Pursuant to Government Code section S4957 (b) Public Employee Performance Evaluations: 1) Administrator/Director of Operations, 2) Director of Finance
- b. Adjournment from Closed Session at 9:49 AM.

#### D) REPORTABLE ACTIONS FROM CLOSED SESSION

No reportable action.

#### E) CONSENT AGENDA

The Minutes from the August 22, 2023 Regular Board Meeting were submitted for review and approval. Director Mumper motioned to approve, Director Mileur seconded, Board approved 5/0.

#### F) REPORTS

- 1) Administrator/Operations Report: Operations report was reviewed with updates to facility repairs; four ceiling fans were replaced, no update on electrical panel replacement, Tim will place a follow up call to PG&E. The District received two quotes from local plumbers for the install of a new crew shower. Unit 21 repairs have been completed. The Cambria Fire Chief is currently out on paid administrative leave, and in the meantime CCSD General Manager Matt McElhenie is assuming the Chief's duties.
- 2) Financial Review: August financials were discussed. The District has not received a GEMT reimbursement as budgeted, Linda will follow up with program Administrator. Audit preparations for FY 2022/2023 will begin in October. CalPERS Health open enrollment has begun and email reminder has been sent out to all eligible employees. In response to prior year audit recommendations, Personal Action Forms (PAF) have been placed into each employee's file; documenting wage/benefit changes.

### 3) Committee Reports

- A) President's Report: President Montalvo thanked Tim and the staff for their Pinedorado parade participation. She stated we need to start thinking about the annual solicitation for the Trust account; and she will draft a letter.
- B) Property & Facilities/Facility Project Ad-Hoc: The committee did not meet in the month of September. The Committee has included Agenda item 3 - Ambulance Station, Update to Conceptual Design in the September Board packet for review and decision.
- C) Healthcare Advocacy & Outreach: Draft of Resource Guide has been completed. There are two workshops scheduled; a "Walk Your Way to Better Health" class in October and "Fall Prevention" in November. An additional workshop will soon be scheduled, emphasizing music as a stress reliever. The committee is currently working on Dental screening/triage for the Spanish community; Santa Rosa church will provide a translator.
- D) Finance: The committee met on September 7<sup>th</sup> to review the monthly financials.
- E) Development: The committee did not meet, however have included Agenda item 1 Healthcare Guide and Directory – Proposed Spanish Version in this month's Board packet. The Committee will seek grant funding from County Supervisor Bruce Gibson to assist with the cost of Spanish translation and printing. Submission for the 2024 FEMA AFG grant program has officially opened, the District will update the previous grant application to include the purchase of an Ambulance.

### **G) REGULAR BUSINESS**

- 1. Healthcare Guide and Directory – the estimated costs for 1,000 copies of the guide in Spanish were presented. The committee requested consideration from board to move forward with this project. Director Fedoroff motioned to approve, Director Mumper seconded, Board approved 5/0.
- 2. Proposed Employee Flexible Spending Accounts – Staff is recommending board approval to implement an FSA program for district employees, as well as a Dependent Care Spending Account (DCFSA). The FSA contribution maximum for 2024 is \$3,200. It is also recommended that there is outside administration of the program via E.D.I.S. (Employer Driven Insurance Service). Director Mumper motioned to approve, seconded by Director Mileur, Board approved 5/0.
- 3. Ambulance Station – Director Mileur stated in order to move forward with the facility bond initiative the District will need to update the 2019 facility report estimated costs, adjusting for inflation. The District will have to update the original cost estimate for the standard construction model, as well as prepare a new cost estimate for a modular building. In addition, we will develop a cost estimate to completely renovate the existing building, demolishing the 1967 addition, and building a separate garage area for the ambulances. Vanir Construction Management has proposed to perform these cost estimating services on an hourly basis, not to exceed \$21,600. Director Mumper motioned to approve, Director Fedoroff seconded, Board approved 5/0.

### **H) DECLARATION OF FUTURE AGENDA ITEMS**

- 1. Trust solicitation mailing
- 2. Amend purpose of 501c trust
- 3. Reporting of closed session
- 4. Vanir Construction update

### **I) ADJOURNMENT**

The meeting was adjourned at 10:45 am.

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on October 24, 2023, at 9:00 am at the Old Cambria Grammar School, 1350 Main Street, Cambria, California.



Cambria Community Healthcare District

**Administrator's Report**

Board of Directors Meeting

October 23rd, 2023

**Ambulance Unit Performance/Maintenance** – Units 18, 20, 21, and 22 are in service, Unit 21 required repair to the headlight's lens and headlights. The reflector in the lens became broken and the lens was sealed closed. Both lenses were replaced to ensure that the same thing did not happen on the other lens. New brighter lights were also installed as an added safety upgrade.

**Transport Activity Report** - There has been a decrease in total incidents and calls requiring transport in comparison to September 2022. There were 79 fewer incidents and 16 fewer calls requiring transport in September 2023 compared with September 2022.

**Response Times and Delays** – In September, 100.0% of calls were responded to within 10 minutes. There were 0 calls in which the response time was longer than the required 10-min.

**Equipment/ Medications** The CCHD has received a waiver from the EMSA to use a higher dose of Versed. The CCHD has taken delivery of this medication and it has been placed into service in the 2 back units, the medication from those units has been moved to the first out units. This will help avoid any medication errors.

**San Luis Ambulance (SLA) Transports/Coverage** – In September 2023 San Luis Ambulance had 0 requests to respond to code 3 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria 9 times. CCHD responded to (4) Code 3 and (0) Code 2, calls inside the San Luis Ambulance area. Not all the calls responded to by CCHD staff were transports or billable dry runs.

- Code 3 Call
  - Emergency call that requires the use of lights and sirens to respond
- Code 2 Call
  - Emergency call that does not require the use of lights and sirens to respond
- Code 8
  - A term used when an ambulance is staged (parked) between 2 response areas

CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area 29 times in September.

**Monterey County Calls** - CCHD crews responded to 2 calls in Monterey County during the month of September. Currently, CCHD is the only ALS Agency to cover the southern area of coastal Monterey County. District staff continue to monitor updates from CalTrans regarding the Highway 1 road closure.

**Station Repairs** – All required repairs except the PG&E-involved ones have been completed. After several phone calls with James, it was learned that PG&E is now requiring an electrical

contractor/designer to submit plans on how the wiring is going to be done, detailed drawings, a list of the items being replaced, and what is going on in their place before the work can continue. This information will also be shared with the Property and Facility Committee.

### **Employees and Staffing**

- a. COVID-19 - At the time of this report, we have no employees out.
- b. Staffing –1 Full-time Paramedic position vacancy. 1 Full-time Paramedic who has accepted a Full-time Position with Paso Robles City Fire Department as Fire Fighter Paramedic.
- c. An ad is placed on JEMS (EMS website) as well as Indeed.

**Community Outreach** – No events at this time

**COVID-19 Update** – For the latest number please refer to the following website.

<https://www.recoverslo.org/en/covid-19-vaccines-in-slo-county.aspx>

**DISTRICT ACTIVITY REPORT PAGE 1**

09/01/2023 through 09/30/2023

<b>Incident Totals</b>				<b>Transport Totals</b>			
	<b>2023</b>	<b>2022</b>	<b>Change</b>		<b>2023</b>	<b>2022</b>	<b>Change</b>
Dry Runs - w/Treatment	14	20	-6	Local Patients	40	37	3
Dry Runs - CX Enroute	23	29	-6	Non-Local Patients	9	29	-20
Total Dry Runs	37	50	-13	Total Patients	49	66	-17
Stand-bys	30	78	-48	Medical Transports	44	56	-12
Public Assists/Relations	0	1	-1	Trauma Transports	5	9	-4
Walk-in Public Relations	1	2	-1	Traffic Accidents	0	2	-2
Total Incidents	117	196	-79	Total Transports	49	65	-16

**Hospital Destinations**

	<b>2023</b>	<b>2022</b>	<b>Change</b>
French	23	14	9
Sierra Vista	22	43	-21
Twin Cities	4	7	-3
Rendezvous w/Heli	0	0	0
Facility Not-Listed	0	0	0
Trauma Center (Sierra Vista)	7	9	-2
STEMI Center (French)	0	0	0

**Monterey County Responses**

	<b>2023</b>	<b>2022</b>	<b>Change</b>
Medical Transports	0	0	0
Trauma Transports	1	0	1
Dry Runs	1	3	-2
Stand-bys	0	0	0
Total Incidents	2	3	-1

**Year-to-Date Comparison  
Ambulance Response Statistics  
From January 2023 to September 30 2023**

	<b>2023</b>	<b>2022</b>	<b>Change</b>
Total Responses	1418	1382	36
Patients Transported	436	507	-71
Total Dry Runs	333	352	-19
Dry Runs - w/Treatment	126	145	-19
Dry Runs - CX Enroute	207	203	4
Stand-bys	632	512	120
Total Monterey County Incidents	11	31	-20

**DISTRICT ACTIVITY REPORT PAGE 2**  
**09/01/2023 through 09/30/2023**

**San Luis Ambulance Activity**

<b>Code 8</b>	=	9	
<b>Code 11</b>	=	0	
<b>Code 2 calls</b>	=	0	} (calls into CCHD response area)
<b>Code 3 calls</b>	=	0	
<b>Total time SLAS covered CCHD area =</b> 11 hrs    9 mins			

**Cambria Community Healthcare District Activity**

<b>Total time CCHD committed to other incidents (Month) =</b> 94 hrs    22 mins			
<b>Code 8</b>	=	29	
<b>Code 11</b>	=	0	
<b>Code 2 calls</b>	=	0	} (calls into SLAS response area)
<b>Code 3 calls</b>	=	4	
<b>Total time CCHD covered SLAS area =</b> 11 hrs    8 mins			

**Definitions:**

**Code 8 :** Cover two areas

Example:    -Code 8 Villa Creek means covering Morro Bay response area and Cambria response area

                  -Code 8 Hwy 46 Summit means covering Cambria response area and covering North County response area (i.e. Paso Robles, Templeton, Atascadero and outlying areas)

**Code 11 :** Covering one area

Example:    -Code 11 Morro Bay means we are now only covering the Morro Bay response area (i.e. Cayucos, Morro Bay, Los Osos)

**Code 2 :** Non-Emergency Call

**Code 3 :** Emergency Call

**Time-On-Task :** TOT Refers to the amount of time committed to a call or task, more specifically, this is the amount of time a unit is unavailable to respond to a call in the District's response area only. Units may still be available for calls outside the District's response area during TOT periods depending on SLO County needs for mutual aid.





## Financial Report Board of Directors Meeting October 23, 2023

### Staff Report: Linda Hendy, Director of Finance

Reporting financial performance update for the month September, and July-September fiscal year 2023/2024.

### Income Statement: September 2023 Monthly/Year-To-Date vs Budget

#### ○ Income:

- September ambulance net income of \$74,214 was unfavorable to budget in the amount of \$4,370. The District has noted a decline in ambulance revenue in the first quarter of the 2023-24 fiscal year, current actuals \$223,030 are unfavorable to budget in the amount of \$27,211. Increased number of non-insured and twice as many Medi-Cal/Cencal transports have contributed to the decrease in billable revenue. The District received General and Special Assessment Tax in the amount of \$23,205, favorable to September budget in the amount of \$4,205 and year-to-date favorable by \$2,965.
- Other Income: Line-item Misc. Income is favorable to budget in the amount of \$13,494 due to funds received from the surplus sale of Unit 16 through 777 Auction.
- As a follow up to the August financial report the Board requested additional information on the budgeted GEMT program revenues. Through email and phone conversation with program administrator, it was determined that the anticipated revenue amount of \$20,000 was incorrectly budgeted for fiscal year 2023-24. The District confirmed it will receive the final 2022-23 program disbursement of \$2,801.52 within the month of October.

#### ○ Expense:

Total expenses in September were \$7,507 favorable to budget.

- Payroll Expenses: In the month of September payroll expenses are unfavorable to budget in the amount of \$8,367. The District has one full time Paramedic position vacancy and is utilizing part-time reserve Paramedics to cover open shifts. The District received a refund as a result of submitting the required annual payroll reporting to SDRMA, the workers compensation expense line item reflects favorable to budget in the amount of \$3,078.
- Operating Expenses: September operating expense is favorable to budget in the amount of \$21,563. Audit fees were not expensed in the month of September, the District audit is scheduled to begin the month of November. Other expense line item was budgeted to include labor negotiation legal fees, the final invoice is expensed in October. The District anticipates receiving invoices for LAFCO and SDRMA memberships in the month of October or November bringing the year-to-date line-item Dues and Subscriptions to budgeted projections.
- Fleet Expenses: September line-item medical Supplies/Equipment is favorable to budget in the amount of \$4,383, supplies were purchased the month prior, reflected in year-to-date.

- Other Income: The District received funds from the Trust account, approved by the Board of Directors in August for facility repair expenses, in response to the fire inspection.

- **Net Income:**

September financials reflect a favorable net income vs budget for the month in the amount of \$50,769 and year to-date favorable in the amount of \$54,942.

**Human Resource:**

Full-time employees received information to enroll in the new 2024 FSA medical savings plan. Open enrollment for this program ends October 31, 2023.

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**SEPTEMBER 2023, and Year-To-Date JULY-SEPT 2023/2024**

	September Actual	September Budget	Variance	July - September YTD Actual	July - September YTD Budget	Variance
<b>Ambulance Revenue</b>						
Ambulance Billings	299,861	371,375	(71,514)	863,776	1,080,965	(217,189)
Prior Year Income	-	-	-	607	-	607
Total Ambulance Income	299,861	371,375	(71,514)	864,384	1,080,965	(216,582)
Insurance Adjustments/Contra	(222,647)	(278,532)	55,884	(641,353)	(810,724)	169,370
Sent to Collections	-	(16,000)	16,000	-	(16,000)	16,000
Bad Debt	-	(4,000)	4,000	-	(4,000)	4,000
Ambulance Income	77,214	72,844	4,370	223,030	250,241	(27,211)
<b>Tax Income</b>						
General Tax	2,416	9,000	(6,584)	15,289	23,000	(7,711)
Special Assessment Tax	20,789	10,000	10,789	35,675	25,000	10,675
Total Tax Income	23,205	19,000	4,205	50,965	48,000	2,965
<b>Other Income</b>						
Monterey Contract	4,000	4,000	-	14,000	12,000	2,000
Rental Income	300	300	-	300	300	-
Misc. Income	13,594	100	13,494	13,942	300	13,642
GEMT Reimbursement	-	-	-	-	20,000	(20,000)
Bad Debt Recovery	185	650	(465)	185	1,950	(1,765)
Grant Income	-	-	-	-	-	-
Interest Income	2	115	(113)	454	345	109
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	18,080	5,165	12,915	28,881	34,895	(6,014)
<b>Total Income</b>	<b>118,499</b>	<b>97,009</b>	<b>21,490</b>	<b>302,876</b>	<b>333,136</b>	<b>(30,261)</b>
<b>Payroll Expenses</b>						
Administration	23,245	23,882	637	59,454	71,646	12,192
Full Time Employees	59,385	65,135	5,750	134,518	195,406	60,888
Part Time Employees	27,539	11,393	(16,146)	64,136	34,179	(29,957)
Payroll Tax Expense	5,218	5,788	570	11,626	17,365	5,739
Employee Medical/Dental	13,290	16,000	2,710	48,134	48,000	(134)
PERS Pension Expense	17,369	10,833	(6,536)	29,174	32,500	3,326
PERS - Unfunded Liability	12,923	12,923	-	38,436	38,769	333
Uniforms	451	750	299	1,209	2,250	1,041
Workers Comp. Insurance	5,827	8,905	3,078	20,233	26,716	6,483
Retiree Health	6,329	7,600	1,271	22,703	22,800	97
Total Payroll Expense	171,577	163,210	(8,367)	429,621	489,630	60,009
<b>Operating Expenses</b>						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	10,500	10,500	-	15,500	15,500
Billing Services	700	700	-	1,938	2,100	162
Other	-	5,000	5,000	-	10,450	10,450
Payroll Services	545	600	55	1,057	1,800	743
Total Contracted Services	1,245	16,800	15,555	2,995	29,850	26,855
Dues and Subscriptions	200	5,200	5,000	9,358	9,900	542
Education/Travel/Mileage	143	350	207	809	1,050	241
Facility Maintenance	250	1,000	750	14,182	7,000	(7,182)
Legal	1,714	1,000	(714)	6,151	3,000	(3,151)
Liability Insurance	7,807	7,807	-	20,413	23,420	3,007
License/Permits	595	500	(95)	1,307	1,500	193
Office and Computer Supplies	388	1,260	872	3,780	3,780	0
Storage	-	240	240	240	480	240
Training	-	250	250	55	750	695
Utilities	2,502	2,000	(502)	7,159	6,000	(1,159)
Total Operating Expenses	14,843	36,407	21,563	66,449	86,730	20,280

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**SEPTEMBER 2023, and Year-To-Date JULY-SEPT 2023/2024**

	September Actual	September Budget	Variance	July - September YTD Actual	July - September YTD Budget	Variance
<b>Fleet Expenses:</b>						
Communication Equipment	-	-	-	-	-	-
Fuel	4,746	3,500	(1,246)	9,317	10,500	1,183
Unit - 18	-	500	500	3,199	1,500	(1,699)
Unit - 20	-	350	350	43	1,050	1,007
Unit - 21	2,265	-	(2,265)	2,758	2,000	(758)
Unit - 22	-	3,686	3,686	2,873	7,373	4,500
Interest Expense	-	-	-	207	430	223
Medical Supplies/Equipment	617	5,000	4,383	16,216	15,000	(1,216)
<b>Total Fleet Expenses</b>	<b>7,629</b>	<b>13,036</b>	<b>5,408</b>	<b>34,614</b>	<b>37,853</b>	<b>3,239</b>
<b>Total Operating Expenses</b>	<b>22,472</b>	<b>49,443</b>	<b>26,971</b>	<b>101,063</b>	<b>124,583</b>	<b>23,520</b>
<b>Other Expenses</b>						
Bank and Credit Card Charges	152	300	148	1,001	900	(101)
Bond Expense	-	-	-	-	10,000	10,000
Contingency/Outreach/Public Ed.	-	400	400	3,296	1,200	(2,096)
Equipment	-	-	-	-	-	-
Miscellaneous	-	300	300	72	900	828
QAF Fee	12,060	-	(12,060)	12,060	4,000	(8,060)
Sales Tax	-	115	115	214	345	131
<b>Total Other Expenses</b>	<b>12,212</b>	<b>1,115</b>	<b>(11,097)</b>	<b>16,643</b>	<b>17,345</b>	<b>702</b>
<b>Total Expenses</b>	<b>206,261</b>	<b>213,768</b>	<b>7,507</b>	<b>547,327</b>	<b>631,558</b>	<b>84,231</b>
<b>Net Operating Income</b>	<b>(87,762)</b>	<b>(116,759)</b>	<b>28,997</b>	<b>(244,452)</b>	<b>(298,422)</b>	<b>53,970</b>
<b>Other Income/Expense</b>						
Grant /Equipment Procurement	21,772	-	21,772	21,772	20,800	972
Covid Relief	-	-	-	-	-	-
<b>Total Other Income</b>	<b>21,772</b>	<b>-</b>	<b>21,772</b>	<b>21,772</b>	<b>20,800</b>	<b>972</b>
<b>Net Income</b>	<b>(65,990)</b>	<b>(116,759)</b>	<b>50,769</b>	<b>(222,680)</b>	<b>(277,622)</b>	<b>54,942</b>

<b>Cambria Community Healthcare District</b> <b>Monthly Banking Financial Report</b>
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SEPTEMBER 2023

**Pacific Premier Bank Operating Account**

Beginning Balance	\$	191,426.50	
Income		95,820.57	
Tax Income		-	
Less Checking Expenses		(185,947.00)	
Bank Fee(s)		(1.50)	
Ending Balance			\$ 101,298.57

**Pacific Premier Bank Money Market Account**

**Reserve Account**

Beginning Balance	\$	40,010.96	
Transfer from Operating Account			
Interest		1.64	
Ending Balance			\$ 40,012.60

**Local Agency Investment Fund Account**

**Operating Reserves**

Beginning Balance	\$	57,693.19	
Transfer from Operating Account		-	
Interest		-	
Ending Balance			\$ 57,693.19

**ALL ACCOUNTS TOTAL**

**\$ 199,004.36**

**PPB Trust Account**

Beginning Balance	\$	36,139.76	
Deposit		53.84	
Bank fee (paper statement)		(2.00)	
<b>Withdrawal payables(Qgiv)</b>		<b>(21,771.56)</b>	
<b>Ending Balance</b>			<b>\$ 14,420.04</b>

**Accounts Prior Year Total Comparison (Not including Trust Account)**

SEPTEMBER	2023	\$	199,004.36
SEPTEMBER	2022	\$	364,661.80
Difference		\$	(165,657.44)

# Cambria Community Healthcare District

## Transaction Detail by Account

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
09/01/2023	Bill Payment (Check)	2836	Robert W Sayers	Sept 2023 Invoices	-797.90
09/01/2023	Expense		Payroll People		-53,956.39
09/01/2023	Bill Payment (Check)	2835	PG&E - ending 135-3	Acct# 4378486135-3	-10.72
09/01/2023	Bill Payment (Check)	2837	Templeton Uniforms, LLC	Invoice# 1485	-135.14
09/05/2023	Expense		Bank Charge	Bank Fee - Wire Transfer	-40.00
09/05/2023	Bill Payment (Check)	ACH - Wire	Department of Health Care Services	Inv# GEM0523Y2BV	-11,647.89
09/05/2023	Expense		WEX Bank -		-2,247.62
09/06/2023	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-1,750.00
09/06/2023	Expense		CalPERS Fiscal Services Division		-4,515.39
09/06/2023	Expense		CalPERS Fiscal Services Division		-3,146.88
09/06/2023	Expense		CalPERS Fiscal Services Division		-1,023.31
09/08/2023	Bill Payment (Check)	ACH	CalPERS Fiscal Services Division		-17,393.54
09/08/2023	Expense		CalPERS Fiscal Services Division		-256.37
09/11/2023	Expense		WORLDPAY CC		-150.54
09/12/2023	Bill Payment (Check)	2846	Kitzman Water (Culligan)	Acct# 54031	-241.00
09/12/2023	Bill Payment (Check)	2839	Antonio Mercado	August yard work	-250.00
09/12/2023	Bill Payment (Check)	2853	Streamline	Invoice# 8A432981-0013	-200.00
09/12/2023	Bill Payment (Check)	2849	Mission Country Disposal	Acct# 4130-8101951	-199.98
09/12/2023	Bill Payment (Check)	2843	Graybar Financial Services	Contract# 100-5910031-001	-163.24
09/12/2023	Bill Payment (Check)	2841	Cambria Hardware Center	Acct# 205	-156.42
09/12/2023	Bill Payment (Check)	2854	Uline	Invoice# 167594046	-94.94
09/12/2023	Bill Payment (Check)	2856	Kitzman Water (Culligan)	Acct# 190231	-65.00
09/12/2023	Bill Payment (Check)	2847	Life Assist	Invoice# 1351615	-53.96
09/12/2023	Bill Payment (Check)	2852	PG&E - ending 810-8	Acct# 5179258810-8	-38.55
09/12/2023	Bill Payment (Check)	2845	JB Dewar, Inc.	Invoice# 263328	-27.55
09/12/2023	Bill Payment (Check)	2844	Heidi Holmes-Nagy	Quarterly health premium/Nagy, P.	-494.70
09/12/2023	Bill Payment (Check)	2850	MP Cloud Technologies	Invoice# 6747	-599.00
09/12/2023	Bill Payment (Check)	2851	PG&E - #A ending 348-9	Acct# 9976402348-9	-636.81
09/12/2023	Bill Payment (Check)	2838	Ameritas Life Insurance Corp.	Policy# 58022	-1,121.76
09/12/2023	Bill Payment (Check)	2840	BoundTree Medical	Inv# 85071533	-1,797.56
09/12/2023	Bill Payment (Check)	2855	Zoll Medical Corp.	Invoice# 90078735	-2,091.08
09/12/2023	Bill Payment (Check)	2842	Condor Elite, Inc	Invoice# CO-13589	-279.80
09/12/2023	Bill Payment (Check)	2848	MEDSTOP Urgent Care	Invoice #24633	-200.00
09/19/2023	Expense		Payroll People		-50,032.59
09/20/2023	Bill Payment (Check)	2860	Madison Harris	Paramedic lic. renewal/TB test reimbursement	-300.00
09/20/2023	Bill Payment (Check)	2861	Paso Robles Ford	SO# 547012	-2,265.08
09/20/2023	Bill Payment (Check)	2864	WEX Bank -	Invoice #91832795	-2,238.84
09/20/2023	Bill Payment (Check)	2858	Airgas West	Invoice# 5502084580	-894.41
09/20/2023	Bill Payment (Check)	2859	BoundTree Medical	Inv# 85081673	-602.92
09/20/2023	Bill Payment (Check)	2862	SEIU Local 620	Union dues, Check date 09/20/2023	-279.36
09/20/2023	Bill Payment (Check)	2863	SpectrumVoIP	Acct# 8059278304	-83.74
09/20/2023	Bill Payment (Check)	2857	Aflac	Acct# XG624	-33.80
09/20/2023	Bill Payment (Check)	2865	BoundTree Medical	Tax for Inv# 84813308	-14.21
09/21/2023	Bill Payment (Check)	2867	Shelley Harper	DMV PE reimbursement	-170.00
09/21/2023	Bill Payment (Check)	2868	Verizon Wireless	Acct# 271000184-00002	-361.34
09/21/2023	Bill Payment (Check)	2866	Pacific Cntrl Coast Hlth Cntrs		-25.00
09/25/2023	Bill Payment (Check)	2877	Mutual of Omaha	Group ID# G000BZ6W	-168.00
09/25/2023	Bill Payment (Check)	2879	Wex Bank	Invoice# 91780926	-127.32
09/25/2023	Bill Payment (Check)	2878	Pitney Bowes	Lease Property Tax Invoice# 3106292228	-16.29
09/25/2023	Bill Payment (Check)	2875	Heidi Holmes-Nagy	Oct 2023 health premium	-870.91
09/25/2023	Bill Payment (Check)	2871	Daniel Cariaga	Oct 2023 Health premium	-1,147.86
09/25/2023	Bill Payment (Check)	2869	CCSD	Acct# 450-0245-001	-601.44
09/25/2023	Bill Payment (Check)	2874	Donald Melendy	Oct 2023 Health premium	-1,147.86
09/25/2023	Bill Payment (Check)	2872	Danny Takaoka	Oct 2023 Health premium	-2,110.78
09/25/2023	Bill Payment (Check)	2873	Denise Codding	Oct 2023 health premium	-556.74
09/25/2023	Expense		CalPERS Fiscal Services Division		-1,023.31
09/25/2023	Expense		CalPERS Fiscal Services Division		-2,709.62

# Cambria Community Healthcare District

## Transaction Detail by Account

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
09/25/2023	Expense		CalPERS Fiscal Services Division		-4,429.11
09/25/2023	Bill Payment (Check)	2876	Mrs. Kathleen Bramlette	Mileage reimbursement	-75.19
09/25/2023	Bill Payment (Check)	2870	Charter Communications	Acct# 824510113 0094588	-433.93
09/26/2023	Expense		CalPERS Fiscal Services Division		-412.73
09/28/2023	Bill Payment (Check)	ACH	KS StateBank		-3,621.48
09/28/2023	Bill Payment (Check)	2882	Templeton Uniforms, LLC	Invoice# 1549	-171.58
09/28/2023	Bill Payment (Check)	2883	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
09/28/2023	Bill Payment (Check)	2880	Adamski Moroski Madden Cumberland & Green	Invoice# 62379	-1,713.89
09/28/2023	Bill Payment (Check)	2881	Simone A. Rathbun	Mileage reimbursement	-41.40
09/29/2023	Expense		Pacific Premier Bank		-1.50
<b>Total for 11200 PP (5645) Operating</b>					<b>\$ -184,657.25</b>



**CAMBRIA COMMUNITY HEALTHCARE  
DISTRICT BOARD AGENDA STAFF REPORT – 01**

**TO:** Board of Directors

**FROM:** Board President, Cecilia Montalvo

**DATE:** October 23, 2023

**AGENDA DESCRIPTION:** Request for Leave of Absence.

**RECOMMENDATION:** Discussion and approval of Leave of Absence for Mr. Benes.

**FISCAL IMPACT:** None at this time.

**DISCUSSION:** The District received a leave of absence request from Mr. Benes. Board discussion and approval of request.

**ATTACHMENTS:**

1. None at this time.

**BOARD ACTION:** Motion to approve request for leave of absence.

Date of Vote: October 23, 2023                      UNANIMOUS: \_\_

MONTALVO \_\_ MILEUR \_\_ FEDOROFF \_\_ MUMPER \_\_ KULESA \_\_





**CAMBRIA COMMUNITY HEALTHCARE**  
**DISTRICT BOARD AGENDA STAFF REPORT – 02**

**TO:** Board of Directors

**FROM:** Board President, Cecilia Montalvo

**DATE:** October 23, 2023

**AGENDA DESCRIPTION:** Consideration of New and Updated District Employee Job Descriptions, Contracts, and Revised Salary Schedule and Related Other Compensation Changes.

**RECOMMENDATION:** Recommendation to update current job descriptions for Administrator, Director of Operations and Director of Finance. In addition, approve compensation for three stipend Paramedic Interim Positions.

**FISCAL IMPACT:** Three temporary interim Paramedic positions totaling \$2,500 per month.

**DISCUSSION:** Discussion of updated job descriptions for Administrator/Finance and Director of Operations with noted change to compensation. Discussion to add three stipend Interim Paramedic positions.

**ATTACHMENTS:** Job descriptions - Administrator/Finance, Director of Operations.

**BOARD ACTION:** Motion to approve New and Updated District Employee Job Descriptions, Contracts, and Revised Salary Schedule and Related Other Compensation Changes.

Date of Vote: October 23, 2023

UNANIMOUS: \_\_

MONTALVO \_\_ MILEUR \_\_ FEDOROFF \_\_ MUMPER \_\_ KULESA \_\_



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT DUTIES AND QUALIFICATIONS

### Administrator/Director of Finance

The Administrator/Director of Finance (“Administrator”) position will be an exempt position responsible for overseeing the non-clinical operations and fiscal health of the Cambria Community Healthcare District (CCHD); managing accounting and administrative systems and software through District personnel to support a high-quality ambulance service and other health and wellness services in the CCHD service area. In addition, the Administrator is responsible for ensuring compliance with all applicable laws and regulatory agency rules pertaining to the non-clinical operations of the CCHD. He/she actively communicates with CCHD Board of Directors (the Board).

#### **Supervision Received and Exercised**

Reports to and follows the direction of the Board of Directors. Works from general directives and/or the defined mission of the organization. Supervises Office Manager. Closely coordinates activities with the Director of Operations.

#### **Necessary Knowledge and Abilities**

The position requires strong leadership skills, a broad understanding of government policies and procedures, agency administration, human resources, and financial management. It also requires the ability to work with the elected Board of Directors, and the ability to interact with the public and with leaders of other healthcare organizations and agencies.

#### **Education and Experience**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor’s degree in business, healthcare, public administration, accounting or related disciplines.
- Minimum of five years’ experience managing a comparable or larger organization.
- Strong accounting and finance background.



- Experiences in the management of a government organization responsible to an elected board of directors.
- An understanding of the mission and purview of healthcare districts with ambulance operations.

A background in healthcare and/or emergency medical services (EMS) is preferred but not required.

### **Responsibilities and Oversight**

Duties may include by are not limited to:

- Implements Board policies and directives.
- Supports the preparation of strategic plans in support of District goals and monitors CCHD progress against the goals stated in the strategic plan.
- Works with the Board president and Board members to organize and support agendas and packets for all regular and special meetings of the board.
- Serves as the primary contact with CCHD legal counsel in legal matters as requested by the Board.
- Responsible for the administration of all human resources policies as approved by the Board or as specified in the CCHD's labor agreements. Serves as primary point of contact for labor negotiations.
- Preparation of financial reports, including variance analysis and explanations.
- Prepares, evaluates, and implements the District budget; develops short- and long-term financial strategies; ensures clear and transparent reporting of financial information on a timely basis.
- Coordinates District activities with regulatory agencies other than the EMSA; ensures compliance with all local state and federal laws pertaining to the non-clinical operation of the District; maintains District records.



- Manages solicitations for bids and proposals; negotiates and executes business contracts with Board approval. Manages contractors and consultants ensuring District standards, policies and directives are maintained.
- Verification and approval of all accounts payable invoices.
- Responsibility for cash management.
- Audit responsibility and coordination with outside auditors.
- Payroll preparation and oversight.
- Preparation and tracking of grant proposals.
- Responsibility for all banking relationships.
- Supervising the process of the preparation and payor submission of ambulance billings.
- Such other related duties as the District Board may from time to time direct.
- Responsible for management of District information technology infrastructure.

Date: \_\_\_\_\_

\_\_\_\_\_  
Linda Hendy, Administrator

\_\_\_\_\_  
President, Cambria Community Healthcare District



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT (CCHD) DUTIES AND QUALIFICATIONS

### Director of Operations

The Director of Operations position is an exempt position responsible for overseeing the Emergency Medical Services operation of the CCHD. This includes the supervision of the recruitment, training, and daily activities of CCHD's paramedics and emergency medical technicians (EMTs) , the oversight of clinical and service quality, and the assurance of efficiency and effectiveness in the services provided by the District. The Director of operations is also responsible for the acquisition of EMS supplies and equipment, and the routine maintenance of the CCHD's facilities. The Director of Operations serves as the primary liaison with the County of San Luis Obispo's EMS agency, as well as State agencies involved in the regulation of emergency medical response. The Director of Operations is also a liaison with the community, attending public events and offering educational programs to promote safety and health.

#### **Supervision Received and Exercised**

Reports to and follows the direction of the Board of Directors. Works from general directives and/or the defined mission of the organization. Supervises EMTs and paramedics. Closely coordinates activities with the Administrator/Director of Finance.

#### **Necessary Education and Experience**

The position requires extensive operations experience in the field of EMS. The Director of Operations must be a certified paramedic, meeting all required criteria established under section 2.10.005 for the EMT-P position.

#### **Responsibilities and Oversight**

Duties may include by are not limited to:

- Implements Board policies and directives.



- Operates ambulance services provided by the CCHD, including direction of CCHD staff other than those under the direction of the Administrator/Director of Finance.
- Monitors the quality of service provided by the CCHD.
- Attends EMSA operations, Quality Improvement, and EMCC meetings.
- Ensures regulatory compliance with various EMS laws and regulations.
- Provides monthly information to the Board of Directors related to EMS operations.
- Schedules EMS personnel, reviews employee timecards for accuracy.
- Partners with outside public and private organizations to better serve the community.
- Maintains policies and procedures for the operations of the CCHD.
- Ensures that the CCHD fleet of ambulances is in good working order and performs routine maintenance on CCHD facilities.
- Orders appropriate medical supplies and equipment.
- Fills five (5) paramedic shifts per month. Additional shift coverage shall be paid at the Director's hourly rate of compensation.
- Such other related duties as the District Board may from time to time direct.



**Licenses/Certificates:**

- Required: Paramedic licensure in the State of California; Possession of a valid Class C driver's license with a driving record acceptable to the District (California license required within three months.)

Date: \_\_\_\_\_

\_\_\_\_\_  
Tim Benes, Director of Operations

\_\_\_\_\_  
President, Cambria Community Healthcare District



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT BOARD AGENDA STAFF REPORT – 03

**TO:** Board of Directors

**FROM:** Board President, Cecilia Montalvo  
Trustee, The Cambria Community Healthcare District Trust

**DATE:** October 23, 2023

**AGENDA DESCRIPTION:** The Cambria Community Healthcare District Trust 501c3

**RECOMMENDATION:** Recommendation to update Article III Charitable Purpose of the Trust, discuss current Board governance of Trust account and solicitation letter.

**FISCAL IMPACT:** None at this time.

**DISCUSSION:** Review of recommendations:

1. Section 3.01 Charitable Purposes of the Trust
  - a. **Current:** The trust is organized and will be operated to raise funds for vital equipment and facilities for the Cambria Healthcare District. The trust will be operated exclusively for purposes as set forth in Section 501c3 of the Internal Revenue Code including, for these purposes, the making of distributions to or on behalf of the Cambria Healthcare District, or other organizations that qualify as exempt organizations under Section 501c3 of the Code.
  - b. **Proposed Change:** The trust is organized and will be operated to raise funds for vital health care services and community education in Cambria, San Simeon and the surrounding areas in California. The trust will be operated exclusively for purposes as set forth in Section 501c3 of the Internal Revenue Code including, for these purposes, the making of distributions to or on behalf of the Cambria Healthcare District, or other organizations that qualify as exempt organizations under Section 501c3 of the Code.
2. During the month of November the District sends a charitable giving letter out to the Community; through these efforts the Trust has received donations to help fund vital equipment for the Ambulances and crews, and funds to help with much needed facility repairs. The draft 2023 letter is attached for Board review.
3. The current governance of The Cambria Community Healthcare District Trust is a Trustee and Administrator. Suggestion to increase the current governance of the Trust to include a Secretary, and two additional Board members, with a goal of increasing the philanthropy efforts.



**CONCLUSION:** The Trustee will implement recommendations from the CCHD Board of Directors.

**ATTACHMENTS:** None at this time

**BOARD ACTION:** None at this time

Date of Vote: October 23, 2023                      UNANIMOUS: \_\_

MONTALVO\_\_ MILEUR\_\_ FEDOROFF\_\_ MUMPER\_\_ KULESA\_\_